



## The Swansboro Area Development Foundation, Inc.

203 W. Church Street  
Swansboro, NC 28584  
(910) 326-1174; Fax (910) 326-3418

### Officers

#### **President**

Dr. Beth Barton

#### **Vice President**

LtCol Jim Fuhs

#### **Secretary**

Dr. Tina Siegel

#### **Treasurer**

Sandi Eubanks

### Board Attorney

Jason Humphrey

### Board of Directors

JR Burt  
Kathy Cariker  
Hon Scott Chadwick  
Junior Freeman  
Linwood Hood  
Hal Silver  
Kim Vallone  
Kristi Welton

### Tax-Exempt ID

593839096

## SADF Executive Board Meeting

June 6, 2010, 3:00 p.m.

Beth's house

### MINUTES

Officer's present: Tina, Jim, Beth and Sandi

I. Call to Order/Introduction: Get Organized Dr. Tina Siegel, President

The Executive Board meeting was called to order at 3:15 p.m.

II. Grant Meeting Overview/Task List

A. Things we need to get organized

1. Board Operations manual—to be discussed on June 17
2. Audit/annual retreat/board manuals for everyone/timesheets

B. Grant purchase list – totaling \$3800 thus far (need to get to \$5742)

1. laptop
2. router for Swansboro plaza
3. portable projector
4. external hard drive
5. portable projection screen
6. booth display
7. software/Quickbooks for non-profits
8. Printer/scanner/fax machine
9. office supplies (paper, ink, envelopes, file folders, cardstock, stamps, ink)
10. business cards/nametags
11. trifold presentation display
12. 10' x 10' portable tent for events

III. New Policies

A. Donation policy

1. Sandi receives money and sends a thank you note
2. Donor is added to SADF website: Friends of the Foundation
3. Look into automatic website donations (through paypal or



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- directly to the bank)
- B. Subcommittee protocol
    1. Schedule of meetings/fundraisers/minutes/list of committee members submitted to SADF BOD (attachment to SADF meeting agenda and becomes part of the minutes)
    2. All subcommittee events and expenditures pre-approved by SADF BOD
    3. Subcommittee chair or vice chair must report at SADF BOD meetings
- IV. Agenda Items for June 17 meeting
- A. Meeting times: days/times (Monday/Thursday)
  - B. Co-ed slow-pitch softball tournament: October 15-17 with Celebrity Game and Homerun Derby (\$50 entry fee)
  - C. SADF Golf Tournament: December tournament
  - D. Kayak race: Mullet festival day
  - E. Beauty pageant fun-run (1 mile & 5K evening run)—sports commission sponsorship: last weekend in August
  - F. Emerald Isle sidewalk fundraiser raffle tickets at Arts by the Sea booth
  - G. Parents' Date Night: Kids movie night (kids: 4-8 yrs old): town hall  
SAYDF supervise \$5/kid (6-9 pm) Restaurant deals for Parents Date Night participants (bring in flyer to participating restaurants)
- V. Adjourn
- The meeting adjourned at 5:00 p.m.